

FEDERAL WOMAN'S AWARD

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DEC 21 1962

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Director, Central Intelligence Agency
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Dear Mr. McCone:

It gives me great pleasure, as Chairman of the Federal Woman's Award Board of Trustees, to send you information on the third annual Federal Woman's Award. The announcement inviting nominations and giving details for their submission is enclosed.

We believe that the success of the program in its first two years can be attributed largely to the great interest and enthusiasm evidenced by officials who have found in this award program a splendid opportunity to pay special tribute to exemplary career women.

Previous winners of this award have demonstrated their high ability and dedication to the Federal service. We are confident that this year's nominations will again show that there are many exceptionally talented women serving their government in challenging roles.

The Board joins me in looking forward to your agency's participation in this worthwhile program through nomination of your most outstanding career women.

Sincerely yours,



Katie Louchheim
Chairman

Enclosure

Address:
Federal Woman's Award
Care of
U. S. Civil Service Commission
8th and F Streets, Northwest
Washington 25, D. C.

WITH THE
COOPERATION OF
Woodward & Lothrop
WASHINGTON, D. C.

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THIRD ANNUAL

FEDERAL
WOMAN'S
AWARD

FOR OUTSTANDING
ACHIEVEMENT

BY WOMEN IN THE
FEDERAL CAREER SERVICE

WITH THE COOPERATION OF
Woodward & Lothrop
WASHINGTON, D. C.



Announced by

THE BOARD OF TRUSTEES
FEDERAL WOMAN'S AWARD

The Board of Trustees for the Federal Woman's Award announce the third annual award for outstanding achievement honoring distinguished women in the Federal service.

PURPOSE

To provide special recognition to women who have made outstanding contributions to the efficiency and quality of the career service of the Federal Government; to encourage high standards of performance from other women in Government, and to dramatize and make more widely known to the public the wide variety and satisfaction of careers for women in the service of the Federal Government.

ELIGIBILITY FOR AWARD

Any woman employee of the Federal Government with not less than three years continuous, full-time service in the competitive or excepted service, and who has attained a rank equivalent to grade GS-9 of the Classification Act of 1949, or above, shall be eligible to receive an award based upon career service which has been characterized by outstanding ability and achievement in an executive, professional, scientific, or technical position.

Eligibility may be based upon achievements having an important effect on a major government program, or it may be based upon the specific outstanding accomplishments which have made, or are making, an important contribution to administrative, social, scientific, or technical progress in the work of a Federal agency. Eligibility for an award shall further depend upon the demonstration of either leadership, or sustained individual performance, showing a high degree of personal integrity, honesty, and judgment.

NOMINATIONS

Each department and agency may submit no more than three nominations. Nominations must be submitted by the head of the department or agency concerned.

Nominations must be submitted in original and five copies, and include, in this order:

- (a) *Name, grade, organizational title and location of nominee.*
- (b) *Short summary of the nominee's achievements (Not more than 150 words).*

- (c) *Detailed statement of basis for nomination.*
- (d) *Education and degrees.*
- (e) *Highlights of work experience.*
- (f) *Honors—particularly those granted by the agency.*

Specific examples and details of achievement must support each nomination. All information should be described in terms of factual data rather than opinion, and be in sufficient detail to be easily understood.

Submit nominations to Chairman, Board of Trustees, Federal Woman's Award, care of U. S. Civil Service Commission, 8th & F Streets, N. W., Washington, D. C., no later than February 8, 1963.

GENERAL INFORMATION

Presentation of the awards will be made at a suitable ceremony in May, 1963.

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